

Job Position Available – City of Locust Grove

The City of Locust Grove seeks all qualified individuals (both Internal and External) for the following position: Code Enforcement Officer. This position is responsible for on-site inspections of commercial and residential properties in the City including the investigation of potential violations and the enforcement of municipal codes, ordinances and regulations. Pay Grade of 60. Applications are available at City Hall, located at 3644 Highway 42, Locust Grove, GA 30248 from 8:30 AM to 4:30 PM Monday – Friday and will be accepted now until the close of business on Tuesday, July 30, 2013. A resume must accompany the required job application for the Community Development Director position. Full job descriptions with pay scale will be made available at City Hall and online at www.locustgrove-ga.gov. The City of Locust Grove is an equal opportunity employer and a drug-free workplace. All applicants must satisfy all GA Law on Immigration status to be eligible for employment.

Job Title: Code Enforcement Officer

Job Summary: This position is responsible for on-site inspections of commercial and residential properties in the City including the investigation of potential violations and the enforcement of municipal codes, ordinances and regulations.

Major Duties:

- Investigates complaints of violation of City code, appropriate zoning and development ordinances, sign regulation and related laws, ordinances, or codes; issues courtesy notices, notices of violation, citations, correction notices, and stop work orders to ensure compliance; conducts follow-up investigations to ensure compliance with applicable codes and ordinances;
- Patrols and monitors assigned area including demolition, new construction, renovation, housing violations and basic building and mechanical inspections;
- Seeks compliance with City ordinances from citizens and businesses; acts as liaison between the complainants, alleged violators and the City;
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements, violations and/or potential violations; secures code compliance;
- Prepares written reports of inspections as specified by department procedures; issues warnings and citations when violations are proven;
- Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda and correspondence;
- Inputs and retrieves a variety of information using a computer terminal;
- Answers, inquiries and provides information to the general public regarding existing code regulations and policies;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of general codes, ordinances, laws and regulations;
- Knowledge of safe and efficient work practices as they relate to code enforcement;
- Knowledge of principles, practices, methods and techniques of code violation investigation and enforcement;
- Knowledge of general City services and municipal organizational structure as they relate to code enforcement;
- Knowledge of City codes, ordinances, laws and regulations pertaining to code enforcement;
- Ability to learn principles, practices, methods and techniques of code violation investigation and enforcement;
- Ability to learn City codes, ordinances, laws and regulations pertaining to code enforcement;
- Ability to learn, interpret and apply State and local policies, procedures, laws and regulations;
- Ability to maintain and update records, logs and reports;
- Ability to learn enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency;
- Ability to learn respond to inquiries, complaints and requests for service in a fair, tactful and firm manner;
- Ability to learn work independently in the absence of supervision;
- Ability to learn operate and use modern office equipment including a computer;
- Ability to learn communicate clearly and concisely, both orally and in writing;
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Supervisory Controls: The Community Development Director assigns work in terms of general instructions.

Guidelines: Guidelines include City codes, building and development codes, City personnel regulations and established practices. These guidelines are clear and specific, but may require some interpretation in application.

Complexity: The work consists of related administrative and technical support tasks. The variety of tasks and frequent interruptions contribute to the complexity of the work.

Scope and Effect: The purpose of this position is to provide technical and administrative support to the department. Successful performance helps ensure the efficient and effective operation of the department.

Personal Contacts: Contacts are typically with residents, business owners, land owners, co-workers, department heads, other City employees, developers, engineers, architects, contractors, consultants, attorneys, real estate personnel, vendors, board members and the general public.

Job Title: Code Enforcement Officer (continued)

Purpose of Contacts: Contacts are typically to give or exchange information, resolve problems and provide services.

Physical Demands: Although some of the work is performed sitting at a desk with intermittent standing, walking and stooping, most is done outside and requires bending, crouching, climbing ladders and frequently lifting light objects. This position also requires time spent sitting in an automobile in transit to inspection sites.

Work Environment: Work is typically performed outdoors on construction sites where the employee is exposed to hot/cold/inclement weather, dust, dirt, construction machinery and noise. Work is also performed in an office setting.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

Associate's degree or two (2) years of course work at a trade or vocational school in inspection or code enforcement; two (2) to three (3) years of experience in inspections or code enforcement; possession of a valid Level 2 Certification from the Georgia Soil and Water Conservation Commission; possession of a valid State of Georgia driver's license (Class C) and a satisfactory motor vehicle record (MVR); equivalent combination of education and experience.